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ANNUAL REPORT-FY 1969
TRANSACTIONS AND RECORDS BRANCH
CONTROL DIVISION

TRB HIGHLIGHTS FISCAL YEAR 1969

1. The most significant development during Fiscal Year 1969 was the implementation of the Record Purge. One Files Section employee has been assigned to this function on a full time basis. It is anticipated that the job will be completed by September.

There were 960 cubic feet of terminated Official Personnel Folders at Record Center when the purging started in December. At fiscal year end 430 boxes had been reviewed. We had returned 255 boxes and 175 had been destroyed. Thus, there has been a 41% reduction.

2. The branch established an auxiliary service record card file in order to provide a means of timely response to inquiries regarding progress on the BALPA program. Quarterly progress reports have been forwarded and we possess the capability of reporting the current slotting of the 518 employees identified as BALPA returnees.

3. A legislative pay increase was processed effective 14 July 1968. A pay increase for 168 additional employees whose salaries had been maintained at \$28,000 in July 1968, pending congressional action on the Executive Pay levels, was processed effective 23 February 1969.

4. The report of Details In and Out of the Agency is now forwarded to the Office of the Director of Personnel on a monthly basis. Prior to this year it had been prepared semi-annually.

5. About twenty personnel assigned to the Support Services Staff were given a four hour briefing on the operation of the Branch. This was provided at their request in order that they might acquire an overall view of an area to which they are applying a systems study.

6. Significant personnel changes during the year were as follows:
[REDACTED] was assigned as Files Section Chief and [REDACTED] was assigned as Branch Chief; [REDACTED] is the new Deputy Chief of the Branch.

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[REDACTED]
Chief, Transactions & Records Branch

STATISTICAL RECAPITULATION OF MAJOR ACTIVITIES
Within the Sections of
TRANSACTIONS AND RECORDS BRANCH
1 July 1968 through 30 June 1969

	<u>Yearly Total FY 1969</u>	<u>Monthly Average FY 1969</u>	<u>Percent Inc. or Dec. over FY 1968</u>	
<u>FILES SECTION:</u>				
1. Employee Files charged out	52,298	4,358	+29.6	
2. Terminated Files charged out	986	82	-1.7	
3. Employee File material received	237,003	19,750	-2.3	
4. EOD Files established			-8.9	25X9A2
5. Files Requested from FRC & Other Agencies	352	29	-17.1	
6. Number of Transcripts Prepared	495	41	+27.2	
<u>POSITION CONTROL SECTION:</u>				
1. Personnel Actions Processed	26,800	2,233	-4.3	
2. PSI Forms Typed	509	42	-20.2	
3. PSI Forms Posted (Machine Prepared)	8,838	737	-11.3	
4. QSI's Prepared & Posted	461	38	+15.2	
5. SCD's Computed	314	26	-30.5	
<u>STATUS SECTION:</u>				
1. Personnel Actions Prepared	24,024	2,002	+ .9	
2. Short Forms	3,736	311	-9.8	
3. Miscellaneous Change Notices Prepared	657	55	+32.1	
4. Documents Coded	1,103	92	-28.0	25X9A2
5. Fitness Report Input				
6. Qualifications and Language Input	16,801	1,400	-18.7	
7. PCS and TDY Overseas Service	9,320	777	-64.0	
8. CIA R&D System	1,177	98	-44.8	

TRANSACTIONS AND RECORDS BRANCH OPERATIONS

FILES SECTION

	<u>FY 1969</u>	<u>FY 1968</u>	<u>FY 1967</u>
1. Employee Files charged out	52,298	40,353	46,181
2. Terminated Files charged out	986	1,003	780
3. Employee File material received	237,003	242,521	150,962
4. EOD Files established			
5. Files Requested from FRC & Other Agencies	352	425	553
6. Number of Transcripts Prepared	495	389	517

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POSITION CONTROL SECTION

1. Personnel Actions Processed	26,800	28,012	30,014
2. PSI Forms Typed	509	638	443
3. PSI Forms Posted (Machine Prepared)	8,838	9,969	8,321
4. QSI's Prepared & Posted	461	400	350
5. SCD's Computed	314	452	510

STATUS SECTION

1. Personnel Actions Prepared	24,024	23,806	29,896
2. Short Forms	3,736	4,142	5,998
3. Miscellaneous Change Notices Prepared	657	497	966
4. Documents Coded	1,103	1,532	1,917
5. Fitness Report Input			
6. Qualifications and Language Input	16,801	20,663	24,913
7. PCS and TDY Overseas Service	9,320	25,893	21,313
8. CIA R&D System	1,177	2,133	4,764

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CONTROL DIVISION

1. WORK FORCE

A. Office of the Chief

The main problem of this immediate office during the past two years, the timely handling of Fitness Reports, has ceased to be a concern. All monthly deadlines were met without difficulty.

A double turnover in the Deputy Chiefs position has caused only minor problems. However, we have not been able to allow sufficient time for supervision due to the clerical demands of the BALPA program.

In the past we had been fortunate in having two or three individuals unofficially detailed to this office. Aside from summer employees and those personnel temporarily detailed for the Record Purge we have not had any extra assistance since August 1968.

B. Files Section

The factor of stability evidenced by very low turnover in FY 1968 was completely reversed this past year. Two or three of our Files Section jobs had as many as three incumbents during the year.

The Record Purge began in December and it is anticipated that it will be completed by the end of the Summer.

It was necessary for one Files Section employee to devote full time to purging functions. The authorized staffing of nine, which may be achieved by September, should be adequate for normal operations.

C. Position Control

Although this section experienced some turnover relative stability was maintained. All deadlines are met and Office of Personnel customers serviced well because of the experience and job knowledge of two or three long term employees. It should again be noted that the planned incumbency of position #0350, which was inadvertently dropped in the Office of Personnel TO change of April 1966, should be increased to one.

D. Status Section

The problem of inadequate staffing, which had been a concern in the past, remained as a factor only in meeting fiscal year end cutoff demands.

The reduction in certain categories of input and the stability of the current work force has virtually eliminated the need for overtime whereas approximately 500 hours were used in FY 1968.

2. PRODUCTION STATISTICS

A. Files Section

The most significant change in workload statistics was the 29% increase in files charged out. This was primarily due to increased requests by QAB and also as a result of the CSPA coding project begun in May. The 7,391 Official Personnel Folders charged out in May represented the largest number charged out in any month based on available statistics dating back to 1963.

Decreases in EOD files established and files requested from Federal Record Center were due to hiring restrictions resulting in a decreased number of EOD's this past year.

B. Position Control Section

The category with the largest variance compared with last year was SCD's computed. This was due to the FY 1967 and 1968 figures being slightly inflated. For the past few years we have been provided with machine listings of personnel with no SCD on record. Since the initial review there are fewer instances of incomplete records.

Other figures indicate normal variations.

C. Status Section

The decrease in documents coded was caused by the Agency hiring restrictions. The decreases were in the categories of security requests and security cancellations.

The 18.7% decrease in Qualifications and Language Input and the 64% decrease in overseas Input was the result of the gradual decline in the 444j activity.

The 44.8% decrease in the CIA R&D System input was due to the discontinuance of TRB's handling of this function after February.

The section was recently assigned a new function of typing transcripts of employment of former employees upon request from other Agencies. This function was formerly handled by Correspondence Branch and should amount to about 40 transcripts per month.

3. PROBLEMS MET AND SOLVED

A. The Record Purge is well underway and with the help of summer employees should be completed by September. This task has caused a problem with regard to space and the constant shipment, delivery and re-shipment of records has been a concern but one that has been handled well by the Files Section.

B. The function of obtaining Security clearances for employees returning from LWOP, not truly a TRB function, was transferred to the Placement Division.

4. PROBLEMS MET AND NOT SOLVED

A. The problem of greatest concern is that of employee turnover. If this were to lessen the branch would be able to operate in a much more desirable fashion.

B. The problem of increased clerical responsibilities in the Office of the Chief has been detrimental to the achievement of desired levels of supervision and planning.

5. FORECAST FY 1970

A. It is anticipated that the Position Control Section and the Office of the Chief will be called upon to undertake increased training responsibilities. This is a welcome task and it is hoped that it will provide better understanding of the responsibilities and duties of the branch and result in greater accuracy on material flowing into this office.

B. Workload should remain fairly constant in the Position Control Section. File Section charge out activity will continue to increase due to the QAB and CSPS coding functions. The work level in Status should

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remain about the same; the decrease in input from the 444j project should be offset by increases in the Qualifications area due to CSPS coding input.

6. FORECAST FY 1971

There are no significant changes anticipated for the branch outside of those that may be suggested and implemented as a result of study by the Support Services Staff.


Chief, Transactions & Records Branch

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